



Supply Chain Management (SCM)

**COMMONWEALTH OF VIRGINIA
VIRGINIA INFORMATION TECHNOLOGIES AGENCY (VITA)
SUPPLY CHAIN MANAGEMENT DIVISION
11751 MEADOWVILLE LANE
CHESTER, VIRGINIA 23836**

NOTE: This public body does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, §2.2-4343.1 or against a Supplier because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

VITA is committed to increasing procurement opportunities for small, women-owned, and minority-owned (SWaM) businesses, strengthening the Commonwealth's overall economic growth through the development of its IT suppliers.

REQUEST FOR PROPOSALS (RFP) 2010- 17 for

Project Name: Grants Management Solution (GMS)

Issue Date: May 17, 2010 Due Date/Time: June 17, 2010, 4:00 PM Eastern

Single Point of Contact (SPOC): Quan B. Myles, Strategic Sourcing Consultant

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Sourcing scope: Available to all public bodies as defined by §2.2-4301 and referenced by §2.2-4304 of the *Code of Virginia*.

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1. INTRODUCTION

A. RFP Objective and Project Overview

The purpose of this Request for Proposal (RFP) is to solicit proposals to provide a Grants Management Solution for the Commonwealth and all public bodies. The goal of this RFP is to obtain current market data to assist VITA in determining the most efficient way to meet the requirements of this project.

VITA, on behalf of the Commonwealth, is seeking a solution that will provide a Grants Management Solution (GMS) for the management of the End-to-End request and distribution process of grant funds in accordance with the Federal Emergency Management Agency (FEMA) National Preparedness Directorate Grant Guidelines. For the purposes of this RFP, Supplier (or Bidder or Supplier) shall mean any entity who submits a proposal in response to this RFP. VITA is pursuing a statewide agreement for this Solution that can be utilized by all public bodies in the Commonwealth.

Timely proposals received in response to this RFP will be evaluated by the Grants Management Solution (GMS) Evaluation Team. Once the proposals have been evaluated, VITA will be in a position to determine the best course of action. This may include selective outsourcing of a portion of the GMS activities, or contracting the comprehensive Product/Solution to one or more Suppliers. Although it is our intent to accomplish substantial improvements and cost efficiencies as the result of this project, VITA may determine that no change is warranted at this time. VITA may, at its sole discretion, make one award, multiple awards, or none at all.

The intent of this RFP is to establish a Master Agreement and Statement(s) of Work (SOW) that will provide the means to satisfy the immediate and future needs for Grants Management Solution (GMS) through one or more contract(s).

Alliances among Suppliers are acceptable to meet the requirements of this procurement. However, VITA is interested in simplifying processes by having a single point of interface wherever possible.

Section 5 sets forth the service/solution detailed requirements. VITA reserves the right to adjust the requirements or scope of this RFP. In the event that any modifications become necessary, an amendment to this RFP will be posted on eVA.

B. Innovation to Government

The Commonwealth encourages Suppliers to bring innovative ideas and/or solutions to government—ideas that result in cost and operational efficiencies or improvements while enhancing the services that governments provide its citizens.

C. VITA Overview

VITA is the Commonwealth's consolidated, centralized information technology organization. Established by the 2003 General Assembly, VITA's responsibilities fall into three primary categories:

- i). Operation of the IT infrastructure, including all related personnel, for the executive branch agencies declared by the legislature to be "in-scope" to VITA;
- ii). Governance of IT investments in support of the duties and responsibilities of the Secretary of Technology and the Chief Information Officer of the Commonwealth;
- iii). Procurement of information technology for VITA and on behalf of other state agencies and institutions of higher education.

2. PROPOSAL INSTRUCTIONS AND ADMINISTRATION

A. Overview

This RFP was developed to provide potential Suppliers with the information required to prepare proposals. This section outlines the administrative procedures and guidelines for preparing a proposal. Nothing in this RFP constitutes an offer or an invitation to contract.

B. Virginia Public Procurement Act (VPPA)

This RFP is governed by the VPPA, § 2.2-4300 et seq. of the *Code of Virginia*, and other applicable laws.

C. Anti-Discrimination- §2.2-4343(1)(E), §2.2-4310 and §2.2-4311

By submitting their proposals, Suppliers certify to the Commonwealth that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and §2.2-4311 of the Virginia Public Procurement Act.

D. Ethics in Public Contracting - §2.2-4367

By submitting their proposals, Suppliers certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other bidder, supplier, manufacturer or subcontractor in connection with their proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

E. Announcement of Award - §2.2-4300 et seq.

Upon the award or the announcement of the decision to award a contract over \$30,000, as a result of this solicitation, the purchasing agency will publicly post such notice on the DGS/DPS eVA web site (<http://www.eva.virginia.gov>) for a minimum of 10 days. No award decision will be provided verbally. Any final contract, including pricing, awarded as a result of this RFP shall be made available for public inspection.

F. Liability

The issuance of this document and the receipt of information in response to this document will not cause VITA to incur any liability or obligation, financial or otherwise, to any Supplier. VITA assumes no obligation to reimburse or in any way compensate a Supplier for expenses incurred in connection with its proposal.

G. Nondisclosure

All proposal information will be treated as confidential prior to contract award and will not be disclosed except as required by law or by court order.

H. Alternative Dispute Resolution (ADR)

VITA's ADR process serves as its Administrative Appeals Procedure meeting the requirements of §2.2-4365 of the Code of Virginia. More information regarding the ADR process can be found on the VITA website: <http://www.vita.virginia.gov/scm>. By responding to this RFP, Supplier agrees to submit any appeal of a protest denial to VITA's alternative dispute resolution (ADR) process.

I. Proprietary Information

VITA reserves the right to use information submitted in response to this document in any manner it may deem appropriate in evaluating the fitness of the solution(s) proposed. Ownership of all data, materials, and documentation originated and prepared for VITA pursuant to the RFP shall rest exclusively with VITA and shall be subject to public inspection in accordance with the §2.2-4342 of the *Virginia Public Procurement Act* and the *Virginia Freedom of Information Act*.

Trade secrets or proprietary information submitted by a Supplier in connection with a procurement transaction or prequalification application submitted pursuant to subsection B of §2.2-4317 shall not be subject to the *Virginia Freedom of Information Act* (§ 2.2-3700 et seq.) if the Supplier:

- i). invokes the protections of this section in writing prior to or upon submission of the data or other materials,
- ii). identifies specifically the data or other materials to be protected, and
- iii). states the reasons why protection is necessary.

FAILURE TO COMPLY WILL RESULT IN THE DATA OR OTHER MATERIALS BEING RELEASED TO SUPPLIERS OR THE PUBLIC AS PROVIDED FOR IN THE VIRGINIA FREEDOM OF INFORMATION ACT.

The Supplier should provide as a separate appendix to its proposal a list of all pages in the proposal that contain proprietary information and the reason it deems such information proprietary. The classification of an entire proposal as proprietary or trade secret is not acceptable. The Supplier may be asked to provide a fully redacted copy of its proposal on CD-ROM and hardcopy to be utilized in those circumstances where public proposal review is needed.

J. Proposal Protocol

In order to be considered for selection, a Supplier is to submit a complete response to this RFP no later than the date and time specified in the Timetable set forth in this section.

Original hardcopy proposals should be bound with tabs delineating each section. VITA requires that Supplier submit its proposal as follows:

1. One (1) complete original hardcopy, bound or contained in a single volume where practical, with permission to make copies;
2. Five (5) sets of CD-ROM No. 1 and 4, as specified in Section 3 of this RFP.
3. One (1) each of CD-ROMs No. 2, and 3, as specified in Section 3 of this RFP.
4. One (1) copy of CD-ROM No. 5, with redactions, if necessary, consistent with the requirements of RFP, Section 2, subsection I, Proprietary Information,

Proposals should be submitted to the following location:

To: Virginia Information Technologies Agency (VITA)
ATTN: Quan B. Myles
Supply Chain Management (SCM)
11751 Meadowville Lane
Chester, VA 23836

All proposal materials are to be provided in either Microsoft Word or Excel, as specified.

A proposal submitted for consideration should be clearly marked on the outside cover of all envelopes, CDs, boxes or packages with the following:

Name of Supplier

Street Address or P.O. Box Number

City, State, Zip Code

RFP-2010-17 Grants Management System

The proposal is to be signed by an authorized representative of the Supplier.

Proposals should be prepared and organized as indicated in Section 3, Proposal Format, providing a concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.

Supplier should be prepared to incorporate all statements made in its proposal in response to Sections 5, 6, 7, and 8 into the final contract. Any and all information that Supplier is unwilling to incorporate into a final contract must be marked in **BOLD CAPS**.

K. Single Point of Contact

Submit all inquiries concerning this RFP in writing by email, subject: "Questions on RFP-2010-17 to:

SPOC: Quan B. Myles, Strategic Sourcing Consultant

Email: quan.myles@vita.virginia.gov

VITA can not guarantee a response to questions received less than five (5) days prior to the proposal due date. No questions will be addressed orally.

To ensure timely and adequate consideration of proposals, **Suppliers are to limit all contact**, whether verbal or written, pertaining to this RFP to the designated SPOC for the duration of this proposal process. .

L. Pre-Proposal Teleconference

There will be a pre-proposal teleconference held on the date specified in Table 1 in this Section. The pre proposal conference is open to all interested Suppliers and you are encouraged to participate. Please refer to Table 1, regarding the deadline for Suppliers to submitting questions prior to the pre-proposal teleconference. These questions will be answered as part of the pre-proposal teleconference.

To participate in the pre-proposal teleconference, register with Quan B. Myles, (quan.myles@vita.virginia.gov) by sending an email stating the name of the Supplier and Supplier's participating representative(s). Supplier will receive a teleconference number for the call. It is strongly recommended that Supplier registers with the SPOC not later the date and time specified in the Timetable set forth in this section, to ensure that Supplier receives a teleconference number.

M. Evaluation Process

VITA will review each proposal received by the due date and time to determine whether it meets the Must Have (M) factors of this RFP. All Must Have factors are evaluated on a met-or-not-met basis. Any proposal that does not meet all of the Must Have factors will be set aside and receive no further consideration.

The proposals that meet all the Must Have criteria will be distributed to the evaluation team who will assess and score each Supplier's response to Sections 5, 6, and 8 of the RFP based on a review of the submitted materials.

VITA may elect to continue the evaluation of the most qualified proposal (s) and may request that Suppliers clarify or explain certain aspects of their proposals.

At any point in the evaluation process VITA may employ any or all of the following means of evaluation:

- Reviewing industry research
- Supplier presentations
- Site visits
- Contacting Supplier's references
- Product demonstrations/pilot tests/detailed demonstrations
- Review of pricing
- Contacting Supplier's customers
- Interviewing key personnel
- Requesting Suppliers elaborate on or clarify specific portions of their proposal

VITA may limit all of the above to the most qualified proposals. No Supplier is guaranteed an opportunity to explain, supplement or amend its initial proposal. **Suppliers should submit their best proposals and not assume there will be an opportunity to negotiate, amend or clarify any aspect of their initial submitted Proposals.** Therefore, each Supplier is encouraged to ensure that its initial proposal contains and represents its best offering.

Supplier should be prepared to conduct product demonstrations, pilot tests, presentations or site visits at the time, date and location of VITA's choice, should VITA so request.

VITA will select for negotiation those proposals deemed to be fully qualified and best suited based on the factors as stated in the RFP. Negotiations will be conducted with these Suppliers. After negotiations, VITA may select the proposal(s) which, in its opinion, is the best proposal(s) representing best value and may award a contract to that Supplier(s). For purposes of this RFP, VITA will determine best value based on the value relative to the cost of the Solution, giving consideration to the project's budget objectives.

If any Supplier fails to provide the necessary information for negotiations in a timely manner, or fails to negotiate in good faith, VITA may terminate negotiations with that Supplier at any time.

VITA reserves the right, at its sole discretion, to reject any proposal or cancel and re-issue the RFP. In addition, VITA reserves the right to accept or reject in whole or in part any proposal submitted, and to waive minor technicalities when in the best interest of the Commonwealth.

VITA SHALL NOT BE CONTRACTUALLY BOUND TO ANY SUPPLIER PRIOR TO THE EXECUTION OF A DEFINITIVE WRITTEN CONTRACT.

N. Evaluation Factors

The evaluation factors involved in this RFP are as follows:

- i. Must Have (M) factors identified in the table below:

No	Must Have (M) Factors
1.	Proposal must be received by the due date. No late proposals will be accepted for review. (M)
2.	Supplier accepts the statutorily mandated provisions at the following URL: http://www.vita.virginia.gov/procurement/documents/statutorilymandatedtsandcs.pdf , the eVA provisions at http://www.vita.virginia.gov/procurement/documents/evatsandcs.pdf and the contractual claims provision §2.2-4363 of the Code of Virginia (M)
3.	Supplier agrees to comply with the Supplier's Monthly Report of Sales and Industrial Funding Adjustment requirements (M)
4.	The Grants Management Solution (GMS) must be a Web-Based technology, which can be Supplier Hosted technology or able to be hosted by VITA. (M)
5.	Supplier has successfully implemented a Grants Management Solution (GMS) with a State, Local or Federal Government entity. (M)
6.	The Grants Management Solution (GMS) must be able to manage multiple grant programs. (M)

- ii). The extent to which the Supplier's proposal satisfies the requirements identified in Sections 5 and 8,
- iii). Supplier Profile to include viability and past performance as identified in Section 6,
- iv). Price which may include submitted price, negotiated price or discounted price.

O. Procurement Website

The Commonwealth of Virginia's procurement portal, <http://www.eva.virginia.gov>, provides information about Commonwealth solicitations and awards. Suppliers are encouraged to check this site on a regular basis and, in particular, prior to submission of proposals to identify any amendments to the RFP that may have been issued.

P. Timetable

Table 1

Activity	Target Completion Date
RFP posted to eVA	May 17, 2010 by 4 p.m. ET
Register for Pre-Proposal Teleconference due to VITA	May 25, 2010 by 12 p.m. ET
Deadline for all Pre-Proposal Teleconference questions	May 25, 2010 by 12 p.m. ET
Supplier Pre-Proposal Teleconference	June 3, 2010 at 9 a.m. ET
Deadline for RFP questions	June 7, 2010 at 12 p.m. ET
Proposals due	June 17, 2010 by 4 p.m. ET
Tentative Dates for Supplier Presentations (to be held at VITA designated location)	July 14 – July 20, 2010
Tentative Contract(s) awarded	Early August 2010

The timetable above is provided for planning purposes only.

Q. eVA Registration Required

By the date of award, the selected Supplier(s) is required to be registered and able to accept orders through eVA. If a Supplier is not registered with eVA, select the Vendor tab at the following website, <http://www.eva.virginia.gov>, for registration instructions and assistance.

R. General Service Administration's Excluded Parties List

Your organization, all affiliates and all subcontractors may not be awarded a contract if they are included the General Service Administration's Excluded Parties List System at the time of award.

3. PROPOSAL FORMAT

Suppliers are to adhere to the specific format set forth in Table 2 below to aid the evaluation team in its efforts to evaluate all proposals fairly and equitably. Proposals that deviate from the requested format will require additional time for review and evaluation. VITA may reject any proposal that is not in the required format, or does not address all the requirements of this RFP.

Proposals should be written specifically to answer this RFP. General “sales” material should not be used within the body of the proposal and any additional terms or conditions on the “sales” material will be considered invalid. If desired, Supplier may attach such material in a separate appendix. It is essential that the proposal be thorough and concise. Supplier should avoid broad, unenforceable, or immeasurable responses and should include all requested information in each section as indicated below.

In order to facilitate VITA’s review of the submitted proposals, Suppliers are to provide the requested information in the following format. SUPPLIER SHOULD PLACE ITS NAME, not “VITA”, IN EACH FILE NAME (e.g., ABC Corp GMS Transmittal.doc). Quantities of each CD are specified in Section 2, Proposal Protocol. VITA will not separate a proposal into the requisite CDs.

A. Supplier's Proposal Format

Table 2

CD-ROM No.	Section Title	Contents/Deliverables (Each a separate file)
1. (Qty. 5)	Transmittal	A signed cover letter, identifying the individuals authorized to negotiate on behalf of the Supplier and their contact information. A copy of a completed eVA registration confirmation.
1. (Qty. 5)	Executive Summary	Top level summary of the most important aspects of the proposal, containing a concise description of the proposed solution(s). Requested limitation: 2 pages.
1. (Qty. 5)	Detailed Description of Proposed Solution(s)	Supplier’s response by item in the tables set forth in Section 5, clearly identifying and detailing the proposed GMS, and any processes, methodologies, and resources required by the GMS defined in Section 5. Requested limitation: 25 pages.
1. (Qty. 5)	Appendices	Provide the implementation plan as requested in Section 5, in addition to any responses which require additional detailed responses that the Supplier may wish to submit, not including pricing data.
2. (Qty. 1)	Pricing	Detailed pricing as specified in Section 7. Submitted in a separate envelope a hard copy file and CD. Do not include any pricing data in any other section of your proposal.

CD-ROM No.	Section Title	Contents/Deliverables (Each a separate file)
3. (Qty. 1)	VITA Contracts	Provide Supplier's comment and redline mark-ups regarding VITA's proposed contractual terms and conditions pursuant to Section 8, and the completed table from Section 8. Should include all agreements to VITA's "License Agreement Addendum" signed by each proposed software manufacturer (see Section 8). VITA recommends using the "tracked-changes" feature for your contract review, showing all Supplier comments and redlined mark-ups within the document.
3. (Qty. 1)	Supplier Escrow Agreement	Provide a electronic copy (Word format) of the Supplier's Standard Escrow Agreement.
4. (Qty. 5)	Supplier Profile	Pursuant to Section 6.
5. (Qty. 1)		Supplier's fully redacted proposal.

By submitting a proposal, Supplier certifies that all information provided in response to this RFP is true and accurate.

4. PRESENT SITUATION

This section presents background information on the potential users of the GMS. It is not intended to set forth requirements.

The Commonwealth of Virginia is seeking is soliciting a Grants Management Solution (GMS) as a statewide contract that can be used for any public body seeking these services. The Virginia Department of Emergency Management (VDEM) will be the first Statement of Work (SOW) resulting from this RFP. VDEM is soliciting a Grant Management Solution (GMS) to obtain a web-based GMS and services to be used for the management and administration of Grants managed by the VDEM, the State Administration Agency (SAA) for the Commonwealth of Virginia.

The Supplier ultimately awarded this contract(s), will be responsible for the GMS and related services. All terms and conditions apply to the Supplier and any subcontractors.

BACKGROUND

On October 18, 2005 the President signed the Department of Homeland Security (DHS) Appropriations Act of 2006, thereby providing vital funding needed to ensure the safety and security of our homeland. These funds provide for planning, equipment, training, exercises and program management and administration for emergency prevention, preparedness, and response personnel. VDEM, the SAA, became the administrator of these funds for the Commonwealth of Virginia. The Administration of grants includes determining amounts to be awarded, issuing awards, approving projects, purchases, verifying payment invoices and related documents, and disbursing funds. VDEM is responsible for gathering, maintaining, recording and reporting information detailing the utilization of these funds in accordance with the Federal Emergency Management Agency (FEMA) National Preparedness Directorate Grant Guidelines. The information is maintained on a web based site that allows VDEM and local government staff varying degrees of access to input activity as it occurs. VDEM is responsible for reporting all statewide investments, initiatives, projects, goals, strategies, disciplines and expenditures to the Department of Homeland Security (DHS) bi-annually. The FEMA National Preparedness Directorate has developed a web based reporting system called the Grant Reporting Tool (GRT). VDEM is responsible for accessing the web based reporting system and completing the Bi-annual Strategy Implementation Report (BSIR).

VDEM is seeking a Web-based software solution to support the existing strategy, evaluation, assessment, and reporting functions necessary to support the DHS grant award and oversight process. VDEM is seeking a solution that will aid in the reduction of labor and time spent in support of the development of state level strategy and performance tracking associated with state goals, objectives and reporting required by DHS.

VDEM's goal is to implement the GMS that is useable, meaning that all items defined in the initial phase of the project and be completed, operational and ready for use by VDEM and its customers. Migration of all data and users to the new GMS is expected be completed within the first phase of implementation following the contract award.

The goal of this RFP and VDEM is to improve upon existing operations by acquiring an enhanced, secure, web-based grant management and accounting tool and support services to support SAA business operations. The GMS system will provide multiple tracking mechanisms and reporting tools. VDEM will contract with a primary vendor for the services as outlined by this RFP.

It is the intention of VDEM that the selected Supplier develops this project in clearly defined phases. Each phase will have defined milestones by which to gauge progress. Completion of each phase will be approved by VDEM before initiation of the next phase. The Suppliers should propose a phased timeline that incorporates the requirements of this RFP. The phases should be logically constructed to implement completed functions that can be measured and tested.

VDEM is seeking a solution that will enable the GMS to address these issues and evolve as requirements and new functionality needs emerge.

5. FUNCTIONAL AND TECHNICAL REQUIREMENTS

Suppliers are to indicate their capability of fulfilling each specific requirement in the attached file below. Each Supplier's responses will be reviewed and compared across Suppliers within each service type in order to determine the best solution for the Commonwealth.

Detailed requirements are presented in questionnaire format to facilitate direct responses and establish accountability regarding delivery of GMS by the Supplier. To respond to each requirement, Supplier is asked to enter, in the space provided in Column A, a code that best corresponds to its intended response for the requirement listed.

The acceptable codes for Column A are as follows:

Y - "Yes" - Supplier can fully meet the requirement as documented with its current application or proposed solution. If applicable, Supplier should provide in Column B a detailed explanation of how it will fulfill the requirement. This may include use of alliances with other suppliers. Supplier may also use Column B to cross-reference a detailed explanation included in an attachment of its proposal.

F - "Yes, Future" - Supplier will be able to fully meet this requirement in the near future (not longer than six months). Supplier should provide a proposed start date and cross-reference any attached documentation in Column B. If applicable, Supplier should provide in Column B a detailed explanation of how it will fulfill the requirement. This may include use of alliances with other suppliers.

N - "No" - Supplier cannot meet the requirement and has no firm plans to be in the position to meet this need within six months.

VITA has posed some open-ended questions. In those instances, Supplier is to provide adequate information to allow VITA to properly evaluate its proposal.



GMS_Section 5
Requirements_Final.x

6. SUPPLIER PROFILE

A. Supplier Corporate Overview

1. Business

State your firm's core business, background, and experience in the relevant market, (not to exceed 3 pages).

2. Corporate Identity

Please provide the identity of any parent corporation, including address, phone and fax numbers, FEIN or tax ID No., company web site and contact email. Provide the identity of any subsidiaries, as applicable (not to exceed 3 pages).

3. Organization and Structure

Supplier is asked to provide an overview of its organizational operating structure and describe the operational and functional relationships of the business units of its organization, as they relate to Supplier's proposal and VITA's stated needs and requirements. Organizational charts are helpful supplements to the descriptions.

Indicate whether your firm expects to provide the GMS with existing resources or plans to secure additional resources by partnering or subcontracting. If applicable, identify the additional resources required to provide the GMS included in the proposal and the timetable for obtaining such resources.

4. Locations

Please describe the geographical locations of your firm at the national, regional, and local levels, as applicable. Identify all locations that will be used to support a resultant contract and the operations handled from these locations. Clearly identify any overseas locations which may be used to support the resultant contract or any related data transactions.

5. Strategic Relationships

Supplier is asked to identify strategic relationships with other related Suppliers. State all subcontractors expected to be employed and outsourced Service/Solution to be used in implementing the proposed solution. VITA reserves the right to request that Supplier provide all the information described in this section for any and all major subcontractors proposed by Supplier.

B. Financial Information

1. Total Annual Revenue

Please state total annual revenue and indicate the revenues associated with the provision of GMS relevant to the proposal.

2. Dun and Bradstreet Credit Report

Include your firm's current full D&B Business Report, if D&B issues reports on Supplier.

3. Annual Reports

Please provide certified, audited financial statements (i.e., income statements, balance sheets, cash flow statements) for the most recent three years. (Suppliers having been in business for a shorter period of time are requested to submit any available certified, audited annual financial statements.) VITA may request copies of or access to current and historic annual reports. VITA reserves the right to access a Supplier's publicly available financial information and to consider such information in its evaluation of such Supplier's proposal.

4. Research and Development

State the percentage of your firm's total revenue invested in Research and Development, as appropriate.

C. Future, Long Term Vision and Strategic Plans

Provide information on your firm's future, long-term vision, and strategic plans as they relate to the direction of the proposed solution and describe a clear vision of how your firm plans to support emerging technologies and industry standards.

D. Supplier Experience Level and Customer References

The Supplier should demonstrate a proven record of providing a GMS similar to those defined in Section 5 to customers of similar scope and complexity. Provide three customer references, with contact names, email addresses, phone numbers, GMS Scope descriptions, and dates implemented which VITA may use in reference checking. VITA will make such reasonable investigations as deemed proper and necessary to determine the ability of a Supplier to perform a resultant contract. These may include, but may not be limited to, reference checks and interviews. The references should be from organizations where Supplier is providing (or has provided) a GMS that is/are similar in type and scope to those identified in Section 5.

Blank and/or incomplete Customer Reference information will be considered as non-responsive and may be eliminated from further consideration of this solicitation.

1. Supplier Reference # 1 Organization Name _____

Point of Contact Name(s)	Email	Phone Number	Overview of GMS Scope Provided	Date Implemented Length of Relationship

2. Supplier Reference # 2 Organization Name _____

Point of Contact Name(s)	Email	Phone Number	Overview of GMS Scope Provided	Date Implemented Length of Relationship

3. Supplier Reference # 3 Organization Name _____

Point of Contact Name(s)	Email	Phone Number	Overview of GMS Scope Provided	Date Implemented Length of Relationship

In addition, Supplier is asked to provide a synopsis or case study of results attributable to its commitment to high quality and increased operating efficiency. This is requested to demonstrate the added value the Supplier can offer and indicate the typical on-going cost reductions and solution efficiencies VITA could expect to realize.

E. Performance Standards Methodology

Please describe the methodology used to develop your firm's internal performance standards, the processes and tools used to monitor and measure performance against those standards, and the management reporting systems that capture these data.

Indicate your firm's present customer satisfaction rating, summarize customer satisfaction criteria, and describe the methodology used to measure customer satisfaction. Please include any relevant publication ratings or articles.

F. Disaster Recovery/Security Plan

Describe in detail your firm's plans to mitigate against any disaster that would affect the ability to provide VITA with the proposed GMS. Provide a detailed plan of your firm's security infrastructure including facility and information technology security.

G. Small Businesses

It is the policy of the Commonwealth of Virginia to contribute to the establishment, preservation and strengthening of small businesses including small businesses owned by women, minorities or service-disabled veterans (SWaM), to encourage their participation in State procurement activities. The Commonwealth encourages all Suppliers to provide for the participation of these small businesses through partnerships, joint ventures, subcontracts, and other contractual opportunities. Appendix B contains information on reporting subcontractor spend data.

A Supplier which is a small business, and is certified by the Department of Minority Business Enterprise (DMBE), should include a copy of its certification or its certification number in its proposal. A Supplier which is a small business but which is not yet certified with DMBE must receive certification prior to award: <http://www.dmbv.virginia.gov>.

Provide a Small Business Subcontracting Plan as set forth in Appendix B. If Supplier does not plan to use small business subcontractors in executing a contract resulting from this RFP, so state.

H. Service and Support Management

1. Post Implementation and Account Management Plan

Provide detailed description of the approach that you would recommend in order to achieve maximum service levels within a minimal amount of time following service implementation.

2. Account Management Plan

Supplier is asked to provide a detailed description of the approach it would take to manage the business and performance aspects of a resultant contract. Provide a detailed description of the approach your firm would take to support self-sufficiency of a public body with respect to the solution and the transition of solution management to a public body requesting such transition.

3. Project Team

Provide the resumes of all key members of the project team, including, if applicable, the Account Manager, Contract Administrator, Project Managers, and Regional Vice President(s) responsible for the accounts of VITA and all other public bodies. If an onsite or dedicated presence is part of the proposed solution, Supplier is asked to provide the resumes of the top three candidates potentially available to lead the Supplier's onsite efforts.

Describe the level of access the proposed project team members have within your organization and the authority they have to commit resources to meet unexpected surges in activity and/or to respond to service issues.

Provide the time frame for the availability of project team members and the percentage of time these individuals are expected to be assigned to the VITA account. VITA may require Supplier to involve VITA in the selection and rotation of any key account team members assigned to VITA.

7. PRICING INFORMATION

Submit all pricing data in the Excel Pricing Submittal file provided below. Altered formats or blank data will be considered incomplete and may be eliminated from further consideration.

The Supplier's pricing proposal must include all charges of any kind associated with the GMS. Pricing must include the Industrial Funding Adjustment (see Section 8 of this RFP) and eVA fees. VITA will not be liable for any fees or charges for the Service/Solution that are not set forth in the Excel Pricing Submittal. Any attempt to add these fees to submitted pricing will not be considered.

The Supplier must be willing and able to successfully provide the GMS proposed for the prices given and to complete the project on a firm fixed-price.

Pricing information supplied with a proposal must be valid for at least 120 calendar days from the submission date. If Supplier is reserving the option to withdraw the pricing during that period, it must state so clearly in its proposal.

VITA requests that each Supplier provide detailed pricing for each of the pricing methods set forth. Pricing must be comprehensive. Additional information and backup detail should be attached as appropriate. Any scheduled price change must be identified, and actual new prices and proposed effective dates must be stated.

Consider putting any specific instruction in the instruction tab of the actual pricing spreadsheet. All one-time and recurring costs and any underlying assumptions on the part of Supplier must be clearly, conspicuously and fully disclosed. The intent of the pricing matrix provided is to implement an acquisition process that is flexible and that supports VITA's delivery requirements on an individual order basis. If Supplier is proposing more than one GMS costs, please provide these on a new Tab of the same Excel Pricing Submittal workbook.

The "Supplier's Option" category is provided to allow a Supplier to submit additional pricing data/models if it chooses.

Supplier shall disclose pricing assumptions where possible. For example, if unit price is based on a certain volume, that assumption should be indicated. Supplier shall clearly identify any discount targets/ranges available. Aggregate discounts for all of the Commonwealth encouraged.



GMS
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8. VITA STANDARD AGREEMENT

Any resulting agreement shall be defined by a written contract, which shall be binding only when fully executed by both parties. A copy of VITA's standard Software License and ASP contracts are provided as part of this RFP as a separate MS Word document titled, "GMS Software License Contract" and "GMS Application Services Provider Contract". Depending on the type of solution proposed, either one or a combination of these agreements may need to address licensing or hosting issues.

If a Supplier's proposed GMS requires VITA to execute a third-party license agreement, Supplier shall contact the SPOC, who will provide Supplier with VITA's "License Agreement Addendum" terms.

The final terms and conditions of the contract shall be agreed upon during negotiations; however, VITA's business requirements are embodied in its standard agreements and Supplier is to give them the same careful review and consideration as the other requirements set forth in this RFP.

Provide your comments regarding any exceptions in the form of margin notes or redline the document with your suggested language where required. VITA will reject any newly proposed edits, deletions or additions raised after the proposal due date. Suppliers are encouraged to utilize the SPOC to address any questions you may have regarding any part of the VITA Contract.

Include the completed table below in your response to this RFP.

Issue:	Supplier's response (Y & N)
Do you agree that the contents of your response to Sections 5 and 7 will become part of any contract that may be entered into as a result of this RFP?	
Will you agree to begin measuring the service level (RFP Appendix A) within 60 days of the start of the implementation of the GMS?	
The contract will include performance standards, measurement criteria and significant corresponding financial remedies. Do you agree to include the Service Levels and remedies for non-compliance the final contract?	
Do you agree to include an Escrow Agreement as part of the final contract? Please provide a copy of the Supplier Escrow Agreement.	
Do you agree that all provisions of the VITA Contract NOT redlined or so noted are acceptable?	
Do you acknowledge that you will submit a Small Business Subcontracting Plan stating whether or not and how you will be utilizing small businesses in your proposal?	
Supplier acknowledges that no federal funds may be used to obtain any services under a contract awarded, pursuant to this RFP, to any Supplier who appears on any of the Lists of Parties Excluded from Federal Procurement and Nonprocurement Programs.	
If Supplier proposes a solution that will require the Commonwealth to execute a EULA, either as a signed agreement or as "clickwrap", with a software manufacturer, Supplier shall, for each such software manufacturer, obtain the written	

consent of such software manufacturer to the terms and conditions of VITA's "License Agreement Addendum" attached as Exhibit D and provide a copy of each such consent with its proposal.	
Do you affirm that your response meets all of the Mandatory requirements listed in section 2.N?	
Do you affirm that your organization will be properly registered with the Virginia State Corporation Commission to conduct business in the Commonwealth at time of award should you be awarded a contract?	
Do you affirm that your organization and all affiliates are current with all sales tax obligations to the Commonwealth as of the due date of the proposals in response to this RFP?	
Do you agree to accept the provisions at the following URLs: http://www.vita.virginia.gov/uploadedFiles/SCM/StatutorilyMandatedTsandCs.pdf; and the eVA provisions at: http://www.vita.virginia.gov/uploadedFiles/SCM/eVATsandCs.pdf and the contractual claims provision §2.2-4363 of the Code of Virginia; and, http://www.vita.virginia.gov/uploadedFiles/SCM/ARRA Ts and Cs.pdf if the awarded contract, or any order placed thereunder, is partially or wholly funded by the American Recovery and Reinvestment Act of 2009 (ARRA)	
Do you agree to comply with the Supplier's Monthly Report of Sales and Industrial Funding Adjustment requirements (see details in standard contract included as an Attachment to the RFP)?	

Appendix A – Service Level Agreements (SLAs) :

Supplier to provide SLA's to be included in the ultimate contract. Please use additional space if necessary.

(To be effective 30 days following implementation of the GMS.)

Performance Standard	Measurement	Measurement period	% Level	Service Price	Remedy

Appendix B - SWaM Subcontracting Monthly Report and Small Business Subcontracting Plan

A. SWaM Subcontracting Monthly Report

By the 10th day of every month, Supplier shall submit to VITA the Small, Woman, Minority-Owned Business (SWaM) Subcontracting Monthly Report (template available at <http://www.vita.virginia.gov/procurement/documents/SWaMSubcontractingReportTemplate.xls>). Supplier's report should include spend on all Supplier's contracts with second-tier small business suppliers which provide products or Service/Solution under this Contract. The report should specify the amount of such spend provided to SWaM vendors, by SWaM category, regardless of such SWaM vendors' certification status. Supplier shall submit the report to SWaM@vita.virginia.gov.

B. Small Business Subcontracting Plan

Per RFP Section 6,G, provide a Small Business Subcontracting Plan as set forth in the format below. If Supplier does not plan to use small business subcontractors in executing a contract resulting from this RFP, so state.

Small Business Subcontracting Plan

All small businesses must be certified by the Commonwealth of Virginia, Department of Minority Business Enterprise (DMBE) by the contract award date to participate in the SWAM program. Certification applications are available through DMBE online at www.dmb.virginia.gov.

Supplier Name: _____

Preparer Name: _____ Date: _____

Instructions

A. If you are certified by the Department of Minority Business Enterprise (DMBE) as a small business, complete only Section A of this form. This shall not exclude DMBE-certified women, minority or service-disabled veterans-owned businesses when they have received DMBE small business certification.

B. If you are not a DMBE-certified small business, complete Section B of this form.

Section A

If your firm is certified by the Department of Minority Business Enterprise (DMBE), are you certified as a (check only one below):

- _____ Small Business
 _____ Small and Women-owned Business
 _____ Small and Minority-owned Business
 _____ Small Service Disabled Veteran-owned Business

Certification Number: _____

Certification Date: _____

Section B

Populate the table below to show your firm's plans for utilization of DMBE-certified small businesses in the performance of this contract. This shall not exclude DMBE-certified women, minority or service

disabled veteran-owned businesses when they have received the DMBE small business certification. Include plans to utilize small businesses as part of joint ventures, partnerships, subcontractors, suppliers, etc.

Small Business Name & Address DMBE Certificate #	Status if Small Business is also: Women (W), Minority (M) Service-Disabled Veteran (D)	Contact Person, Telephone & Email	Type of Goods and/or Services	Planned Involvement During Initial Period of the Contract	Planned Contract Dollars During Initial Period of the Contract
Totals \$					